

ASSOCIATE PLANNER

DISTINGUISHING FEATURES

The fundamental reason the Associate Planner exists is to perform entry-level professional planning research and graphic support and be responsible for assisting in the design and implementation of planning studies that would assist in the orderly development of the city as a whole as well as sub-areas and neighborhoods in the Planning Systems Department. This classification is not supervisory in nature. Work is performed under general supervision by a senior professional staff member typically at the level of Senior Planner or above. Associate Planner is distinguished from Planner by the greater degree of complexity of projects and greater independence with which the latter operates.

ESSENTIAL FUNCTIONS

Conducts field investigations and collects data in support of city planning projects.

Consults with government officials and citizens concerning the compilation, interpretation and presentation of research data for city planning programs.

Analyzes planning problems with reference to statistical representations, graphic data, and established operating procedures.

Makes recommendations for review and action by supervisors.

Assists in formatting, publishing and distributing charts, manuals, maps, etc. that deal with existing and proposed community planning programs or city facilities requiring the manipulation of drafting and rendering instruments.

Provides support for presentations made to government officials and citizens on city planning programs. Also makes oral presentations to public groups.

Provides advice and technical assistance to community agencies engaged in site planning.

Supports other staff members as a team player. Listens and communicates effectively with all those encountered in the course of work.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principles, practices, and methods used in Urban Planning
Development related issues and concerns
Practical aspects of zoning

Ability to:

Collect and analyze data
Produce through PC presentation quality graphics, large scale site plans, and construction drawings
Visually review documents and plans for accuracy and completeness
Effectively communicate verbally with co-workers and others one-on-one and in group settings

Ability to (con't):

Establish and maintain effective working relationships with co-workers, supervisors, other professionals, and the general public, resulting in superior customer service for both internal and external customers

Maintain regular consistent attendance and punctuality.

Apply planning principles to work assignments and develop creative solutions to problems

Education & Experience

Any combination of one year of planning experience and training and a Bachelors Degree in Urban Planning, Architecture, Landscape Architecture, Geography or closely related design field. Requires the possession of a valid Arizona Drivers license with no major driving citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified